

Request for Meeting With NASA's Associate Administrator for Education Leland D. Melvin

Date of Request:

Name of Requestor:
Telephone Number:
Email:
Date of Meeting:
Meeting Time <i>(please include time zone)</i>:
Is this request for a face-to-face meeting? If so, please provide preferred location:
Is this request for a teleconference? If so, please provide conference access information, if available. If online meeting tools such as WebEx or Adobe Connect will be used, please include access information:
Subject and purpose of meeting:
How much time do you need?
Who are the participants?
Is this a decisional meeting or update? Yes No
Do you have a deadline by which you need this meeting? If so, please include the date and time.
Do you have any background or other information to be read before the meeting?
Additional Comments or Special Instructions: